

CODIB-D-82/18  
1 August 1962

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Members of the United States Intelligence Board

SUBJECT: Community Information Processing Study - Field  
Survey

REFERENCES: (a) USIB-D-39.7/3, 23 February 1962  
(b) USIB-M-202, 28 February 1962

1. Although the Staff for the Community Information Processing Study (SCIPS) is still not fully manned it has now completed its first phase of the study and is ready to start the field survey fact-gathering phase which will run for the next 4-5 months in selected information processing activities throughout the community.

2. The Staff has in the opinion of your Committee on Documentation developed an excellent and realistic survey system which has good prospects of developing a data base of factual information which in itself would be indispensable in alleviating many community information processing problems. Realization of these prospects will require the utmost efforts of the survey staff and the fullest cooperation of the individual departments and agencies.

3. I earnestly seek your help and cooperation in the current fact-gathering phase, initially by promulgating the attached information on the field survey. Only by giving SCIPS your support will it be possible for it to carry out successfully the important task which you have assigned SCIPS to do.

[Redacted Signature Box]  
Paul A. Borel  
Chairman

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Attachment: SCIPS-M-22, 1 August 1962

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C-O-N-F-I-D-N-T-I-A-L

- 2 -

CODIB-D-82/18  
1 August 1962

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C-O-N-F-I-D-E-N-T-I-A-L

- 3 -

CODIB-D-82/18

1 August 1962

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SCIPS-M-22  
1 August 1962

STAFF FOR THE COMMUNITY INFORMATION PROCESSING STUDY  
(SCIPS)

MEMORANDUM FOR: USIB Member Departments and Agencies

SUBJECT: On-site Survey of Information Processes

REFERENCES: USIB-D-39.7/1 FINAL 24 July 1961  
USIB-D-39.7/3 23 February 1962  
USIB-M-202 28 February 1962

1. On 11 July 1961 the Intelligence Board approved the terms of reference for a comprehensive study of information processing in the intelligence community with a view to the establishment of guidelines for the development of information processing facilities, seeking to establish and define long-range goals, with particular emphasis on considerations attending the use of automatic data processing and the development of compatible systems.

2. On 28 February 1962 the Board reaffirmed the terms of reference and objectives of the study, and approved a specific plan of study for STAGE I including authorization for a full-time staff made up of staff members from the various USIB agencies and departments. The terms of reference call for a community-wide study on an all-source basis. The STAGE I Study Plan calls for emphasis on indexing, data exchange, and report formatting in addition to the development of a comprehensive picture of community information processes. The study staff reports to USIB through the Committee on Documentation.

3. Since February, the study staff (SCIPS) has been assembled, and it has developed a detailed study plan and designed its survey system. The next phase of the study is fact gathering; the method, principally by on-site survey. The field survey phase will run for the next 4-5 months, during which time staff

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C-O-N-F-I-D-E-N-T-I-A-L

- 2 -

SCIPS-M-22

1 August 1962

members will visit the various subcomponents of the departments and agencies. STAGE I time and manpower limitations prohibit the survey of every sub-component involved in information processing and some components will be studied in less depth than others.

4. SCIPS has no implementing authority nor are they "inspecting" the efficiency of individual operations. Their mission is to gather comprehensive, factual information on the information processes to enable improvements in common inter-Agency problem areas. During the field survey portion of the study the staff members are not expected to gain a complete understanding of each local processing system but are required to obtain only the information specified in their survey forms. The surveyors should not be expected to provide solutions to local system design problems nor to provide technical advice on EDP applications.

5. The selection of activities to be studied in STAGE I was based on the information available to the staff about the various activities and their relation to the study objectives. Although the results of the field survey may well provide a better basis for the selection of key activities, the surveyors will not be in a position while on site to make changes in their assignments.

6. The forms being used by the surveyors are highly structured and call almost exclusively for quantifiable information, thus requiring a minimum of general briefings and discussions. The STAGE I fact-gathering is essentially a detailed statistical inventory. The surveyors have been instructed that where statistical records or other recent surveys and studies can provide the specific detailed information sought they are to be used as the least disruptive and fastest way of obtaining the required information. Where this is not the case, interviews with workers and system operators will be required. The surveyors are required to obtain copies of pertinent forms, reports, manuals, etc. The sensitivity of information is to be respected. Information sought during the survey is considered to be for the use of the Intelligence Board.

7. The filled in survey forms are to be classified and controlled in accordance with their content - not necessarily requiring the same

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C-O-N-F-I-D-E-N-T-I-A-L

- 3 -

SCIPS-M-22  
1 August 1962

restrictions as the basic documents or source information to which the forms pertain, in that the information on the forms is highly aggregative with a minimum of specific substantive content. Compartmented information will be acquired, processed, analyzed, and reported within the present specified channels and restrictions. The forms themselves do not require certain particularly sensitive data such as specific identification or detail on individual sources, clandestine operations, or cryptologic techniques. However, some generalized information which in itself may be highly classified is required and will be treated accordingly.

8. Each member department or agency having components to be surveyed will be notified in advance (normally through their CODIB representative) as to which of their components are to be visited by SCIPS surveyors. The surveyors are on a very tight schedule and any local assistance that can be provided to them will do much to ensure completion of the study in the time required by USIB. Useful local assistance would be in the form of temporary or part-time help (professional or clerical), rapid contact with key individuals (not necessarily senior), temporary desk and secure storage space, and the use of inter-Agency mail or pouch service.

9. The surveyors will restrict themselves to their assigned activities, acquiring the specific information as rapidly as possible, with the minimum of disruption to daily operations, and move on to their next assigned activity.

10. The unclassified designation "SCIPS" pronounced "Skips" may be used when referring to this project in cable, despatch, and oral communications.

11. Additional information or assistance may be obtained from the Staff Director.



Director, SCIPS  
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